



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**Assistant Superintendent of Operations**  
***Division of Operations***

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

**Challenge & Opportunity**

We are looking for someone who is passionate about sustaining, accelerating, and deepening the progress being made for DC students, and someone able to inspire and lead a talented team of over 40 people (including several direct reports), and can help strengthen our financial systems and capacity to better support Agency processes and an education network.

The Assistant Superintendent of Operations (ASO) is charged with ensuring that OSSE is using its fiscal resources strategically and effectively towards our agency's goals and priorities. For context, the Agency has an annual budget of ~\$1.4B, oversees \$200M+ in annual grants funding, and procures ~\$40M of goods and services. The ASO oversees the agency's operations division, which includes the financial/operations levers of the agency (budgeting and finance, procurement coordination, fiscal management of grants, non-public tuition, and business operations), oversight of public-facing student services (enrollment, residency investigations, My School DC common lottery, and dispute resolution), and other administrative functions. The ASO serves as a member of the agency's leadership team and reports directly to the Deputy State Superintendent.

**Specific functions of the Assistant Superintendent of Operations include:**

- **Leading Agency budgeting, spending, and fiscal management**
  - Leading the Agency's budgeting and procurement planning process, such that it is integrated with a larger strategic and operational planning process, adheres to annual timelines and parameters set forth by the Mayor's office, City Council, etc., and drives the organization towards increased quality and effectiveness.
  - Working with internal stakeholders to prepare reporting on budgeting and performance management, and coordinate budgeting and performance testimony for City Council and other stakeholders.

- Overseeing the development of tools and resources to support effective budgeting and spending across the agency, including the ability to track spending levels throughout the fiscal year, and adjust as necessary to ensure effective use of funds.
- Leading procurement coordination for the agency, via coordination with the Office of the Contracts and Procurement (an external agency), training for internal stakeholders, and provision of guidance regarding complex procurements.
- Overseeing grants management across the agency, including the clarification of fiscal roles and responsibilities of those involved in the grants management process, financial oversight of all grants, training for internal stakeholders, and provision of guidance regarding complex procurements.
- Ensuring business operations (purchase cards, travel, etc.) for the Agency conform to the District's rules and regulations.
- Managing the Office of Non-public Tuition and Medicaid, which oversees some fiscal matters for a sub-population of District students.
- Overseeing public-facing student services
  - Overseeing the District's student enrollment audit and the development of enrollment/residency policy.
  - Overseeing policies and practices to prevent and investigate potential residency fraud and manage the collection of tuition from non-resident students.
  - Managing the My School DC common lottery.
  - Managing the Office of Dispute Resolution, which addresses educational disputes for parents and educational agencies.

**Our ideal candidate will also have:**

- Deep knowledge of and experience in financial management, budgeting, and financial strategy development/implementation.
- Solid track record of managing diverse teams to reach ambitious goals.
- Strong strategic planning, organization, and project management skills, with the ability to identify numerous dependencies and develop both an inspiring vision and a comprehensive, technical plan of action.
- Exceptional internal and external stakeholder engagement skills, including facilitation and indirect management towards consensus and results.
- Commitment to precision, detail orientation and high-quality results.
- Analytical - deep knowledge of excel and skilled quantitative analysis are required.
- Self-aware, compassionate, and emotionally attuned to those around them.
- Generous with feedback for others and desirous of feedback for self.
- Always looking to for creative solutions - our ideal candidate will push themselves, their teams, and their colleagues to do better every day.

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.